

INSTRUCTIONS FOR BINGO GROSS RECEIPTS WORKSHEET

The purpose for this worksheet is to provide your organization with detailed information on bingo sales at bingo sessions and other occasions where bingo may be played. This information is necessary to comply with KRS 238.550(5) that requires each charitable gaming organization to maintain accurate records and books of its charitable gaming activities. This detailed information also provides your organization with some control over bingo receipts by comparing the amount you should have on hand at the end of the evening based on actual sales to the amount you actually do have.

Line	Instruction
1	Complete all of the information in this section
2	This section is set up for organizations selling paper packs. It can be adapted for hard cards as well. On the lines under "Pack Type", record categories of sale that can be counted. This could be various packs of paper your organization sells, or could be units of hard card sales. A convenient way to determine sales is to know the number of packs or cards available for each category of sale at the beginning of sales, and to count the number remaining after sales are completed. Complete the information across the worksheet for each line. If your organization cannot determine actual gross receipts by category of sale, you should record actual receipts for total sales. If this worksheet does not provide enough lines for the units of sale your organization sells, use a separate sheet and number it as this worksheet is numbered in the upper right corner. Note: Actual receipts include cash, checks, and credit card receipts.
3	Complete this section the same as Section 2, counting each special game separately. Do not record receipts from any progressive games you play. Record progressive game receipts in Section 7. As with main game packs, use a separate sheet if additional lines are necessary. Number any separate sheets you use as this worksheet is numbered in the upper right corner.
4	Total the expected and actual gross receipts. If separate sheets are used, be sure to include data from those sheets on this line.
5	Complete this section the same as Section 2 with the exception that the categories of sale are various configurations of electronic bingo devices your organization sells.
6	Total the number of units rented and the total of expected and actual receipts for sale of electronic bingo devices.
7	This section provides documentation of the amount available for carry over/cumulative game prizes. The "Amount from Previous Session" should equal the "Amount to Next Session" on the previous session's records. Receipts for these games should not be recorded in section 3. If more than two jackpots are in play, use a separate sheet to record additional information. Number the separate sheet as this worksheet is numbered in the top right corner. Be sure to include all gross receipts in the total.
8	Total the amount of this session's receipts for sale of carry over/cumulative games in the appropriate column of this section.

9	This section accumulates the detailed receipt information from the above sections and totals it to arrive at numbers to report on Attachment D to your Quarterly Report. Transfer the expected and actual totals by line as shown on the worksheet into this section. Compute the Overage/(Shortage) amount by subtracting the expected amount from the actual amount. Your organization should report on Attachment D the total expected gross receipts, and any Overage/(Shortage) developed on this worksheet.
10	This area of the worksheet establishes accountability for the information. The same chairperson as identified at the top of the worksheet should sign it in this area. The date should match the date of the session in Section 1.